

**ACT Meeting  
14 May 2008**

**State Office Building Auditorium**

**Agenda**

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**Document Security**

**Taxable Meal Allowance Object Code**

**HB 319 Non-Federal Grants**

**New Pay Statement on ESS**

**Commodity Code Discussion**

**FINET Training**

**Next Budget & Accounting Meeting**

**FY2007 Formal Close**

**Miscellaneous Items**

**FINET Calendar**

**Next Meeting Date and Place**

**ACT 2008 Meeting Calendar**

**Greetings – Marci Soper**

**Document Security – Brenda Lee**

Users can no longer open GAX, PRC, CR, or RE documents created by another agency, unless their security includes other agencies. The department on the doc id is the factor that enforces the change. If the doc id has a department and unit, and the agency secures by unit, then the dept/unit combination determines who can open the document. This change prevents agencies from viewing attachments that may contain sensitive information.

**Taxable Meal Allowance Object Code – Rick Beckstead**

All meals reimbursed through the State Payroll System will continue to be expensed to object 6283. Several agencies stated they would prefer a distinction between overtime meals and meals in a non-overnight travel status. A suggestion was made by one representative to use a chart of account element, such as an activity, to be entered on the SAP entry screen. The object may be the same in FINET, but the activity would differentiate the expense.

**HB319 Non-Federal Grants – Phillip Jeffery (attachments)**

Some discussion followed about the new Budget Prep system that is scheduled to be in production by next spring.

**New Pay Statement on ESS – John Reidhead**

Payroll sent a message last week about the new pay statement and choices an employee or agency can make:

1) Pay Statement - By default, the deposit advice is printed centrally each pay period. However, some agencies may want to stop distributing the centrally printed deposit advice for some of their employees. Payroll Coordinators can change the 'Print Deposit Advice' flag to 'No' to not print the deposit advice centrally. Before doing so, Coordinators should ensure that affected employees are notified and have access to ESS where they can view/print their own pay statements. If an agency chooses to stop the central print process for employees who do not have access to ESS, the pay statement must be printed locally and distributed by their agency payroll staff.

This is another step toward a paperless process.

**Commodity Code Discussion – Jerry Gearheart**

**FINET Training – Larry Simpson**

**TO REGISTER FOR COURSES:**

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>

Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

**Budget & Accounting Meeting – Marci**

June 19 at 1:30 in State Office Bldg Auditorium

**FY2007 formal close – Marci Soper**

Fiscal year close is now a process that generates JVAC documents that set ending balances for the fiscal year that is closing and set beginning balances for the next year. The recent formal close of FY2007 produced JVAC (annual close journal vouchers) documents posted in FY07 pd 99 and another set posted in FY08 pd 0.

**IMPORTANT: Please read if you use the *Accounting Journal Summary* table in State Data Warehouse (State DW) for balance sheet queries**

Fiscal year 2007 was officially closed in the FINET system and the closing transactions for fiscal year 2007 and beginning balances for fiscal year 2008 were posted to Data Warehouse.

If you use the *Accounting Journal Summary* table in State DW for your account type 01, 02, or 03 balance sheet queries (obtaining asset, liability, or fund balances), please be aware that you may find the results or balances from your queries overstated as a result of these annual closing transactions.

We are in the process of coming up with a permanent solution so that these annual closing transactions will not impact your queries and your queries will not have to be changed. We hope to have a solution and a fix in place within the next couple of weeks.

In the meantime, we recommend that you use the *ITD Balance Sheet Detail* (BBALD) or *ITD Balance Sheet Summary* (BBALS) tables in FINET to obtain current asset and liability balances. We also recommend using the latest FINET system AM31 report located on the Division of Finance's webpage. The Cognos version of the AM31 is impacted by these annual closing transactions and is currently not available.

If these options will not work for you please contact Lynn Bodrero at 538-3119 who can assist you with your queries.

**Miscellaneous Items - Marci Soper**

I sent an email last week about ADNT entries for FY09 purchase orders. Be sure to enter fiscal year 2009 pd 1, so you don't have to roll the orders in July.

I will follow up with Jared Gardner in State Purchasing to advise buyers to create new year purchase orders from requisitions created for FY09.

### **FINET Calendar – Marci Soper**

Effective immediately, the FINET schedule is 7 to 7 Monday through Saturday hours, except for the 3<sup>rd</sup> Saturday of each month when system maintenance may be scheduled.

Included below are the **exceptions** to the normal FINET schedule through September 7, 2008:

May 26 – Memorial Day Holiday – no cycle; system is open  
June 6 – May month end  
Jul 3 – June month end  
Jul 4 – Independence Day Holiday – no cycle; system is open  
Jul 23 – no nightly cycle prior to holiday  
Jul 24 – Pioneer Day Holiday, - no cycle; system is open  
Aug 8 – July new month end  
Sept 3 – Labor Day – no cycle; system is open  
Sept 7 – August month end

**Next Meeting Date** – 8:30 AM – July 9, 2008 - State Office Building Auditorium

The 2008 meeting schedule will be in the State Office Building auditorium on the following dates:

Jun 11 - Will not be held due to B&A  
Aug 7  
Sept 10  
Oct 8  
Nov 19

**Review and Approval of Grants  
Governor's Office of Planning and Budget  
Effective Date May 5, 2008**

**HB 319 applies to: (63J-7-101)**

- “Agency” – includes state departments, divisions, committees, commissions, councils, courts or other subunits including executive branch and judicial branch entities.
- This act does NOT apply to higher education institutions or political subdivisions.

**Exemptions from the provisions of HB 319: (63J-7-102)**

- Deposits into General Fund restricted accounts
- Deposits into Trust and Agency Fund
- Deposits into an Enterprise Fund
- Deposits into the General Fund as free revenue; without restriction or other designated purpose
- Deposits into the Education Fund or Uniform School Fund as free revenue; restricted only to “education”
- In-kind donations
- Tax, fees, penalty, fine, surcharge, money judgment, or other monies due the state
- Contribution made under the Individual Income Tax Contribution Act
- Monies received by an agency from another agency or political subdivision
- Dairy Commission
- Heber Valley Railroad Authority
- Utah Science Center Authority
- Utah Housing Corporation
- Utah State Fair Corporation
- Workers’ Compensation Fund
- Utah State Retirement Office
- School and Institutional Trust Lands Administration
- Utah Communications Agency Network
- Medical Education Program
- Utah Capital Investment Corporation
- State Charter School Finance Authority
- State Building Ownership Authority
- Utah Comprehensive Health Insurance Pool
- Military Installation Development Authority
- Monies subsequent to a state of emergency
- Monies to assist disaster victims

**“Grant” as defined in HB 319: (63J-7-101)**

1. Cash or other monies donated to an agency by a grantor.
2. Includes reauthorization of an existing grant.
3. Grant does not mean (a) monies appropriated to an agency by the Legislature, (b) monies received from the United States Government, (c) monies legally required to be paid to the state, or (d) monies legally required to be repaid by the state.

**“Grantor” as defined in HB 319: (63J-7-101)**

Individual, group of individuals, foundation, corporation, or public or private organization making the grant.

**“New State Monies” as defined in HB 319: (63J-7-101)**

Monies, whether specifically appropriated by the legislature or not, that the grantor requires Utah to expend as a condition for receiving the grant.

**Information that agencies will need to provide under HB 319: (63J-7-101)**

1. The amount of money being requested or is available to be received by the agency from a grant.
2. The duration of the grant and provisions for its reauthorization or extension, if any.
3. The name of the grantor.
4. The purpose of the grant, including, in detail, any programs, resources, and positions required to be funded by the grant.
5. Any requirements that the agency must meet as a condition to receive or participate in the grant.
6. The amount of state monies (including in-kind contributions), if any, that will be required in order to obtain the grant.

**The new approval process for receiving grant monies:**

- Seeking approval to apply for and receive grant monies will be similar to GOPB’s current Federal Funds review process. (Please use GOPB’s “Non-Federal Grant Application –Budget Impact Form” located at our web-site: <http://governor.utah.gov/gopb>)
- Non-Judicial state agencies will forward all grant requests through GOPB that are \$10,000 or greater regardless of the level of approval required.
- Timing is key: “Before obligating the state to accept or receive a grant, an executive/judicial branch agency shall submit a grant summary to the Governor (designee)/Judicial Council for approval or rejection.”
- HB 319 establishes a three-tiered approval system as outlined below:

**LOW: (63J-7-201) and (63J-7-202)**

- a) \$10,000-50,000 per year or less from the grantor;
  - b) No new permanent full-time or part-time employees;
  - c) No new state monies required for match.
- (Review and recommendation at the GOPB or Judicial Council level only).

**MEDIUM: (63J-7-203)**

- a) More than \$50,000 but less than \$1.0 million per year from the grantor;
- b) Require the state to add more than -0- but less than 11 permanent full or part-time employees.
- c) Require the state to expend \$1 to \$1.0 million of new state monies in a fiscal year.

(Review and recommendation by GOPB or Judicial Council followed by review and recommendation by legislative Executive Appropriations Committee).

**HIGH: (63J-7-203)**

- a) \$1.0 million or more per year from the grantor;
  - b) Require the state to add 11 or more permanent full or part-time employees;
  - c) Require the state to expend more than \$1.0 million per year in new state monies.
- (Review and recommendation by GOPB or Judicial Council followed by review and recommendation by the entire Legislature. This option may require the Governor to call a special session).

**Final Thoughts:**

- Remember continuation grants not annually appropriated by the Legislature (reauthorizations) are not automatic. You must submit a Non-Federal State Budget Impact Form every time you apply for or consider accepting money.
- Don't delay – the new requirement of legislative approval may endanger your ability to obtain grant monies in a timely fashion.

Contact: Governor's Office of Planning and Budget (GOPB) Grants Analyst, 801-538-1027, or [stategrants@utah.gov](mailto:stategrants@utah.gov).

Attachment B  
Grants Process

The 2008 State Legislature established new provisions and guidelines for the state's

grants review process, through the passage of House Bill 319, *Review and Approval of Grants*. Applicants may also look in statute for additional information (see 63J Chapter 7 – Grants from Persons or Corporations).

To meet the provisions and guidelines, the following steps must be taken every time an agency is considering applying for or accepting a grant from a private individual or corporation:

1. Complete a Grant Application form from the grantor, if applicable.
2. Complete a Non-Federal State Budget Impact form, NFSBIF (form on [governor.utah.gov/gopb/Budget](http://governor.utah.gov/gopb/Budget)).
3. Email, fax, or mail the grant application (if applicable) and the NFSBIF to the Governor's Office of Planning and Budget (GOPB) Grants Analyst.  
Email: [stategrants@utah.gov](mailto:stategrants@utah.gov)  
Fax: (801) 538-1547  
Mail: Office of Planning and Budget  
Grants Analyst  
State Capitol, Suite 150  
Salt Lake City, UT 84114-2210
4. GOPB will review the forms and assign a State Grant Identification (SGI) number for tracking purposes.
5. The SGI number will be emailed, faxed, or mailed back to you.

Attachment C – form – I'll send out the electronic form this afternoon.